

Registration Form

Michigan Judicial Institute

Chief Judges & Court Managers Seminar

March 14-16, 2006 **Or** March 20-22, 2006

Michigan Hall of Justice Conference Center
Lansing, Michigan

Name (Mr./Ms./Hon.) _____

Title: _____

Court Name/Number: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____ E-mail: _____

Please indicate which week you prefer to attend:

_____ March 14-16, 2006

_____ March 20-22, 2006

Team Members (each member must submit an individual registration form):

(Name)

(Title)

1. _____

2. _____

Chief Judges: In preparation for the session with Dr. Dale Lefever on leading your court through a change, please identify one major innovation you would like to institute. Each court team (Chief Judge and Court Administrator) will use this idea as their project, when walking through the change management process.

The one innovation that I would like to initiate during my tenure as Chief Judge is:

Lodging Policy

For all participants whose courts are more than 65 miles from the Hall of Justice, MJJ will pay for the cost of double-occupancy lodging the evening prior to the first day, the first day, and second day of the seminar at the Lansing Sheraton Hotel. All rooms are double-occupancy and will be assigned roommates by the Institute. If you wish for a single-occupancy room, you will be required to pay approximately \$40, plus tax, per night at the time of checkout. Please indicate your accommodations preference on page 2 of this registration form. Room reservations must be made with the Michigan Judicial Institute by **Friday, February 3, 2006.**

Our programs are offered at facilities that accommodate persons with disabilities. Therefore, if you require special accommodations, please indicate your needs below.

Lodging Accommodations

- ☐ I will not require lodging.
☐ I will require lodging for the following nights:
☐ Monday, March 13 ☐ Tuesday, March 14 ☐ Wednesday, March 15

OR

- ☐ Sunday, March 19 ☐ Monday, March 20 ☐ Tuesday, March 21
☐ I prefer a single-occupancy room. (I will pay approximately \$40.00, plus tax, per night)
☐ I prefer a double-occupancy room. (MJI pays and will assign a roommate.)
☐ I am a smoker ☐ I am a non-smoker

Preferred Roommate: _____ Court: _____

Accommodations Guarantee

If MJI does not receive a credit card number your room will **NOT** be guaranteed. Rooms not guaranteed will be released by the hotel at 5:00 p.m.

☐ I want my room guaranteed for late arrival on the dates listed above. Please guarantee my room using the following credit card number.

☐ American Express ☐ MasterCard ☐ Diners Club ☐ Visa ☐ Discover ☐ Other: _____

Credit Card Number: _____ Expiration Date: _____

Lodging Cancellation

MJI arranges guaranteed room reservations based on your request. If you do not call the hotel and cancel your reservations by 5:00 p.m. on the date of the reservation, the cost of the room will be charged by the hotel to the credit card account you have provided.

Signature of Applicant _____ Date _____

Chief Judge Signature _____ Date _____

Return completed and **SIGNED** Registration Form
by **Friday, February 3, 2006**, to:
Tricia Shaver
Fax: (517) 373-7615